



Accessibility Checklist

Use the ACCT mnemonic to make your content inclusive and accessible:

A – Alt Text and Descriptive Links

- Provide meaningful alt text for all images.
- Use descriptive, clear hyperlink text that explains the link's purpose.
- Structure documents with proper headings and navigation aids to improve usability for screen reader users.

C – Captions and Transcripts

- Include accurate captions and transcripts for all audio and video materials.
- Use tools like Canvas Studio or the University Video Portal to edit and upload captions.
- When transcripts cannot be updated in the video portal, distribute transcripts alongside lecture materials or upload to your Canvas course.

C – Colour Contrast

- Ensure strong contrast between text and background colours for readability.
- Use accessibility tools to check and fix contrast issues in your course materials.

T – Time and Tools

- Allow sufficient time to review and improve content for accessibility before delivery.
- Use accessibility checking tools, such as Canvas Ally, to review and enhance course materials.
- Choose digital tools and file export formats that support accessibility features.

Use this checklist before sharing learning content with students.